

Position Title:	Hospital Administrator, Department of State Hospitals
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Department:	DEPARTMENT OF STATE HOSPITALS
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Final Filing Date:	Tuesday, December 31, 2013
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Bulletin ID:	05242013_16
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The Above-Named Examination Bulletin is Amended as Follows:

The final file date has been extended to December 31, 2013.



## DEPARTMENT OF STATE HOSPITALS CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	DEPARTMENT OF STATE HOSPITALS	<b>RELEASE DATE:</b>	Friday, May 24, 2013
<b>POSITION TITLE:</b>	Hospital Administrator, Department of State Hospitals	<b>FINAL FILING DATE:</b>	Continuous Filing
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	05242013_16

### POSITION DESCRIPTION

Under the direction of the Executive Director, the Hospital Administrator is responsible for policy formation and decision making and overall planning, organizing, staffing and directing and evaluating for all administrative services and functions for the State Hospitals at one of the aforementioned locations, and serves as the Chief Administrative Officer. The Hospital Administrator is also responsible for maintaining security and all laws that apply to the State Hospitals' operations.

The Hospital Administrator is a member of the Executive Policy Team and participates in the policy formation and decision making for the State Hospital. The Hospital Administrator provides management interface between the DSH – Sacramento Office and program staff as determined by the Executive Director; and sustains a culture of collaboration and transparency.

The Hospital Administrator also takes actions required to implement the key priorities discussed in the 2011 Transition Plan. These priorities include but are not limited to ensuring fiscal reporting integrity is maintained, managing budgets to remain with annual fiscal allocations, adhering to state personnel policies and procedures, and following state contracting policies and guidelines. The Hospital Administrator is responsible for maintaining the highest levels of transparency and accountability in all areas of hospital administrative operations. The Hospital Administrator may represent the Executive Director during Governing Body meetings.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

**Or II**

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

**Or III**

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

1. Knowledge of and experience in planning, organizing, and directing non-clinical administrative support functions and programs for a medical/psychiatric facility, such as human resources, training, health and safety, accounting, medical records management, contracts, building maintenance, property management, housekeeping, and dietary services.
2. Demonstrated experience in developing a medical/psychiatric facility's annual budget, and adjusting and adapting to ensure expenditures do not exceed the annual budgeted allocation.
3. Knowledge of licensing and certification processes of medical/psychiatric facilities, Joint Commission accreditation, and policy development and implementation for 24-hour facilities.
4. Demonstrated experience in handling an operational emergency at a medical/psychiatric facility including communication processes with a central office, staff, and patients.
5. Experience working independently, and developing and implementing policies and procedures; and the communication skills necessary to manage a variety of complex and sensitive internal and external issues.
6. Knowledge of mental health programs, healthcare organizations' policies, and California State Government including the organization and practices of the Legislature and Executive Branch.
7. Knowledge of the establishment of the new Department of State Hospitals; and the actions required to implement the key priorities discussed in the Transition Plan – <http://www.dsh.ca.gov/Publications/TransitionAndReorg.asp>

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. Applications will be retained for twelve months.

*The Results of this examination may be used to make additional appointments to CEA positions that*

*are substantially the same and used to fill subsequent vacancies for these position(s) for a period of up to twelve months. The additional position title(s) are listed below:*

Hospital Administrator, DSH-Atascadero  
Hospital Administrator, DSH-Coalinga  
Hospital Administrator, DSH-Metropolitan  
Hospital Administrator, DSH-Napa  
Hospital Administrator, DSH-Patton  
Hospital Administrator, DSH-Salinas Valley  
Hospital Administrator, DSH-Stockton  
Hospital Administrator, DSH-Vacaville

1. The examination process will consist of an evaluation of the applicant's application, resume, and Statement of Qualifications (SOQ). The SOQ is a narrative discussion of how the applicant's education, training, experience, and skills meet the minimum and desirable qualifications, and qualify them for the position. The SOQ serves as a documentation of each candidate's ability to present information clearly and concisely in writing.

2. The SOQ must indicate your total years of experience and civil service classification (if applicable) performing each of the desirable qualifications.

3. The SOQ must follow these guidelines:

- a) Answer each numbered item separately indicating the corresponding item number for each response;
- b) Responses are to be complete, specific, clear, and concise;
- c) Responses must be typewritten or generated on 8 ½" x 11" paper, using no smaller than a 12-point font; and
- d) Should be no more than three (3) pages in length.

4. The evaluation panel will independently rate each applicant's experience, education, certification, and training for the position against specific job-related criteria developed from the minimum and desirable qualifications. Therefore, it is critical that each applicant include specific information on how his/her experience, education, certification, and training meet the minimum qualifications and desirable qualifications for this exam.

5. All applicants will be assigned a rating and will be notified in writing of their final scores. In order to be successful in this examination, candidates must attain a minimum rating of 70.00%. The results of this examination will be used to establish a statewide eligible list for Hospital Administrator with the Department of State Hospitals. The list will be used to fill Hospital Administrator position(s) at the Department of State Hospitals.

6. Hiring interviews may be conducted with only the most qualified candidates.

## **FILING INSTRUCTIONS**

**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length. Applicants who fail to submit the Statement of Qualifications will be eliminated from this examination process.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

DEPARTMENT OF STATE HOSPITALS , EXECUTIVE RECRUITMENT/HUMAN  
RESOURCES

1600 9th Street, Room # 440, Sacramento, CA 95814

Mardella Oforlea-Ware | (916) 654-2616 | mardella.oforlea-ware@dsh.ca.gov

**ADDITIONAL INFORMATION**

**ELIGIBLE LIST INFORMATION:** A departmental open, merged eligible list will be established for filling vacancies within the Department of State Hospitals – Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, Stockton, and Vacaville. The names of successful candidates are merged onto the eligible list in order of final scores regardless of dates. An applicant's eligibility expires 12 months after it is established. Applicants will be eligible for re-examination once every six months. Testing cycles for this examination will be conducted on a quarterly basis unless the needs of the service and conditions of the list warrant a change in this period.

Interested applicants must submit:

- A completed Standard State Application (STD. 678);
- A "Statement of Qualifications";
- In the SOQ, the desirable qualifications **MUST** be addressed and numbered in the same order as is listed.
- **APPLICANTS WHO FAIL TO SUBMIT A SOQ WILL BE ELIMINATED FROM THE EXAMINATION PROCESS;**
- Resumes do not take the place of a SOQ; and
- A Conditions of Employment – Form DSH 3024 indicating employment location preference(s).

**Note:**

To obtain the form DSH 3024, please visit DSH website at:  
[http://www.dsh.ca.gov/Jobs/Employment\\_Information.asp](http://www.dsh.ca.gov/Jobs/Employment_Information.asp)

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to

their scores.

The DEPARTMENT OF STATE HOSPITALS reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)